


STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

MEMORANDUM

TO: Roderick L. Bremby, Commissioner, Department of Social Services
James E. Dzurenda, Interim Commissioner, Department of Correction
Myra Jones-Taylor, Executive Director, Office of Early Childhood
Joette Katz, Commissioner, Department of Children and Family Services
Yvonne Klein, Commissioner, Department of Housing
Dr. Terrence W. Macy, Commissioner, Department of Developmental Services
Dr. Jewell Mullen, Commissioner, Department of Public Health
Amy Porter, Commissioner, Department of Rehabilitation Services
Edith Prague, Commissioner, State Department on Aging
Patricia Rehmer, Commissioner, Department of Mental Health and Addiction Services

FROM: Benjamin Barnes, Secretary, Office of Policy and Management (OPM) 

SUBJECT: Timely Execution of Health and Human Service Purchase of Service (POS) Contracts

DATE: October 31, 2013

As you know, OPM has established a target that state agencies execute 95% of their new or renewed POS contracts with nonprofit providers at least 15 days prior to the commencement date of the contract. The purpose of this memorandum, in accordance with the statutory responsibility of the OPM Secretary to establish standards related to POS contracting, is to officially promulgate this timeliness standard in the attached POS Policy and Procedure.

The attached policy follows the issuance of the report earlier this year by the POS Project Efficiency Office. The Project Office report identified that some agencies have a strong record in terms of timely contracting, while others are in need of improvement. The report also identified issues and made recommendations to improve the business processes related to contract development and management, which changes should enable all agencies to execute their contracts in a timely fashion in accordance with the attached policy.

The attached policy recognizes that the sound business and contract management practice involve having contracts, which outline the terms, conditions and service delivery requirements agreed to between the parties, in place prior to the commencement of service delivery. Late contract execution can also lead to late payments and potential cash management issues for providers.

The attached policy and procedure is effective immediately. Thank you for your cooperation and assistance in this regard. Please contact Valerie Clark of my staff with any questions you may have.

Attachment

Cc: Robert Dakers, Executive Financial Officer, OPM
Valerie Clark, Office of Finance, OPM